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President's Corner



Greetings Operating Staff,

So much has happened since our last newsletter. Student recruitment efforts are working well and we had a solid incoming freshman class. Week of Welcome was well-attended, and the efforts of all the staff who worked incredibly long hours are much appreciated.

We hosted our 115th Homecoming with 40 amazing events to connect students, alumni, employees and our community. I hope you were able to join in. Many employees volunteered for that effort as well, and it couldn't have happened without them. Latino Heritage month was celebrated from Sept. 15 to Oct. 15, and now we are quickly approaching Election Day. **Early voting is available** now in the Holmes Student Center.

Engagement with the university, including the opportunities above, is crucial for your well-being and workplace satisfaction. The **NIU event calendar** provides a rich variety of events you can attend and activities you can participate in. If you are interested in strengthening your skills and furthering your career, HRS has begun compiling a list of **training and professional development opportunities** (see Page 4 for more details).

Probably the most exciting development is the **appointment of NIU's first director of employee experience**. Congratulations to Cathy Doederlein who has been selected for the role. Cathy has long been an advocate for staff through shared governance and her own leadership style, and is certain to bring that perspective into her new position. In addition to exploring employee engagement, Cathy will also be involved in process improvement in HRS.

NIU is already a **wonderful place to work** for most. There is always work to be done to improve, and I'm confident the university is moving in a positive direction for staff.

Forward together,

Holly Nicholson

President, Operating Staff Council 2021-2023

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Helpful Teams Tips

Tip 1

In Teams, you can edit a message that you have sent. To do this, do the following:

- Right click on the message and select Edit.
- When you are finished, click the checkmark.
- The message will be displayed as “Edited” at the top.

Tip 2

In Outlook, when creating Out of the Office messages, you can block your calendar to show you as out of the office.

- Schedule the time you need to be out of the office.
- At the top, under the Options section, go to the Show As option.
- It defaults to “Busy” you can change this to be “Out of the Office.”

Note: If multiple people have access to the Outlook account you might want to set the scheduled time as “Free” so it does not block everyone’s calendar. You can go back to your calendar and change the “Show As” option to be “Out of the Office.”

Tip 3

If you are someone who likes to keep appointment email in your inbox after accepting them, you will need to change a setting in Outlook.

- Click the File tab.
- Click Options toward the bottom.
- Click on the Mail option.
- Navigate to the Send message section.
- Uncheck the “Delete meeting requests and notifications from inbox after responding.”
- Click OK.

Fall 2022 Learning Opportunities Series

The Employee Assistance Program (EAP) and Training has announced our fall 2022 Learning Opportunities Series. The EAP and Training Center will continue to offer virtual live learning opportunities for university employees.

Presenters from our department as well as program specialist partners across campus and the community will be providing these

events for university employees seeking professional or personal skills development, supervisory skills, leadership development and wellness networking events, or ideas to think outside of the box for wellness.

To learn more about the learning opportunities offered in the upcoming months, please visit the [EAP Training Schedule webpage](#).

DoIT Tech Skills Hub for Administrative Staff

The Division of Information Technology has created a learning SharePoint site, called the Tech Skills Hub, to help employees who are responsible for administrative duties. The purpose of this hub is to help those employees better and more efficiently contribute to NIU’s mission and growth. You can choose to learn by topic, download tools and templates, and find out more about university resources.

This site provides myriad opportunities for professional development and upskilling such as working with charts and diagrams, learning about tuition waivers, and learning core skills on-demand by topic such as time, stress or fiscal management.

Important Financial Reminders from Student Financial Advising Services (SFAS)

On behalf of SFAS, Office of the Bursar and the Financial Aid and Scholarship Office

MyNIU Last Day to Add, Drop and/or Swap Course

The last day for a student to make changes to their fall 2022 schedule is usually within the first two weeks of the start of the semester, but that date can vary for each student depending on if they are enrolled in 16-week, 14-week or eight-week courses, along with other factors. They can use the [Fall 2022 Withdrawal Reduction Schedules](#) to get an idea of dates, but we ask that you encourage them to find their specific deadlines in their MyNIU Student system by using the [MyNIU Last Drop Day Lookup](#).

More information can be found in the [Academic Regulations](#) under “Schedule Changes” or by speaking with an academic advisor.

Huskie Installment Plan (HIP) and Fall 2022 Billing/Payment Information

The initial billing statement for fall 2022 was available to students via the [MyNIU Student System](#). The due date was Sept. 28, 2022.

If a student was not able to pay their full remaining balance by that date, they have two options. First, they can sign up for the [Huskie Installment Plan](#) (HIP) by paying a \$50 plan participation fee and having the fee along with their remaining balance divided into three equal payments. Any student wishing to participate in the Office of the Bursar’s HIP for the fall 2022 semester had until Monday, Sept. 5, 2022 to sign up.

Second, if they missed the deadline to sign up or choose not to participate in the HIP, they can make payments on their own schedule as they are able. They will receive a monthly late payment fee of 1.08% on their remaining balance until their balance is paid in full.

Please remind students to read NIU’s [payment policy](#), and [past due account and financial holds information](#). They will learn about the late payment fee and past due balance thresholds, so they know how to avoid financial holds for registration. Encourage students to read about [financial aid overpayment and credit balance refunds](#) and the importance of signing up for [direct deposit](#). Please note, fall 2022 account statements are available on Sept. 7, Oct. 3, Nov. 2 and Dec. 2, with due dates on Sept. 28, Oct. 28, Nov. 28 and Dec. 28 respectively.

For additional assistance, a student can contact the Office of the Bursar at 815-753-1885, via email at bursar@niu.edu or they can [schedule an appointment](#) to speak to a Bursar Account Counselor.

FAFSA and Alternative Application for Illinois Financial Aid

The U.S. Department of Education’s [Free Application for Federal Student Aid](#) (FAFSA) and the Illinois Student Assistance Commission (ISAC) [Alternative Application for Illinois Financial Aid](#) (RISE Act Alternative Application) for the 2023-2024 academic year are now available. The filing period for both of these financial aid applications for the 2023-2024 academic year began on Oct. 1, 2022. Students should complete their financial aid application for the following academic year by Nov. 30 in order to avoid missing any important federal and/or state deadlines.

To complete the [2023-2024 FAFSA](#) or the [2023-2024 RISE Alternative Application](#), the student will need to have 2021 tax and/or income information available for themselves and their parent(s) or guardian(s). Once the applications are available, students can access user guides and resources to assist them with completing either form. Current information can be found at [Filling out the FAFSA Form](#) and [ISAC User Guide and Resources](#).

For additional assistance with the FAFSA, a student can contact the Federal Student Aid Information Center (FSAIC) at 1-800-433-3243 or via live chat or via the [Federal Student Aid website](#).

For additional assistance with the RISE Alternative Application, a student can contact ISAC’s Student Services Call Center at 1-800-899-4722 or an [ISACCorps Member in their area](#).

MyScholarships Application Opens Nov. 15

The annual MyScholarships application will open on Nov. 15, 2022, for most 2023-2024 NIU-offered scholarships. Please encourage all students to visit our [MyScholarships webpage](#) for more information on this campuswide scholarship application system.

For additional assistance in identifying scholarship opportunities, a student can contact our Scholarship Office at scholarships@niu.edu.

Satisfactory Academic Progress (SAP) Appeal Deadline of Nov.28

Satisfactory Academic Progress (SAP) is the measure of three academic standards that students must meet in order to receive federal financial aid. If a student is not meeting SAP requirements, they are notified and given options to reestablish eligibility. We encourage you to read [All About Satisfactory Academic Progress](#) and to direct your students to this information as well as the [SAP Policies and Disclosures](#). A student trying to reestablish eligibility for financial aid for the fall 2022 semester will need to complete their SAP Appeal no later than Nov. 28, 2022. If there are any additional questions or concerns, please have them contact our Financial Aid and Scholarship Office as soon as possible at finaid@niu.edu.

Additional Services for our Students

If you would like further information and/or guidance with these topics, please feel free to reach out to [Student Financial Advising Services](#). Their goal is to provide the necessary information and resources to help students successfully complete their college journey. SFAS offers virtual and phone appointments in English or Spanish, as well as evening and weekend hours, and can present to classrooms or student organizations on a variety of topics. The financial counselors can assist students with planning for their financial goals as well as connect them to other resources and services in alignment with campus partnerships.

Service Awards

July 2022

5 Years

Antonette Bourn – Housing and Residential Services
Pulchratia Lacey – Human Resource Services
Derrick Lander – Infrastructure Services
Brandace Merritt – Allied Health and Communicative Disorders
Katharine Mudd – English
Mark Schrader – CHANCE Program

10 Years

Scott Galto – Heating Plant
Edward Hall – Heating Plant
Michelle Hendricks – Northern Star
Douglas Rapp – Curriculum and Instruction
Nicholas Slicer – Heating Plant
Barbara Stark – Vice President International Affairs
Anthony Wedick – Office of Creative Services

15 Years

Molly Holmes – Chief Diversity Officer
Leonard LeGrand – Student Athletic Academic Support Services

20 Years

Vickie Hueramo – Human Resource Services

August 2022

5 Years

Katherine Dolan – Child Development and Family Center
Matthew Gibson – Public Safety
Virginia Guzman – Human Resource Services
Li Huang – Controller
Alexander Pitner – Holmes Student Center
Sata Prescott – Libraries

10 Years

George Babos – College of Education
Barbara Brookfield – Residential Dining Service
Jeffrey Donohue Jr. – Libraries
Jessica Ilsley – Building Services
Antoinette Jones – Educator Licensure and Preparation
Debra Kerman – Building Services
Diane Layng – Office of Creative Services
Andra Olson – Residential Dining Service
Tawanda Paul – Accreditation, Assessment and Evaluation
Megan Pitner – College of Engineering and Engineering Technology
Daniel Poggioli – Physical Plant
David Rapp – Chemistry and Biochemistry
Patrick Sheridan – Residential Dining Service
Kathryn Snyder – Residential Dining Service
Kim Wilson – Nursing

15 Years

Alan Crowley – Operation Services
Duane Piller – Financial Aid and Scholarship Office
Annette Reyes – Procurement Services and Contract Management
Ninette Weaver – Campus Dining Service

20 Years

Philip Johnson – Residential Dining Service
Debra Rempfer – Financial Aid and Scholarship Office
Rhonda Vardman – Health Services
Carrie Williams – Sponsored Programs Administration

25 Years

Charles Hoffman – English
Priscilla Kapraun – Building Services

30 Years

Michelle Bringas – Chief Diversity Officer
Sandra Lopez – Chief Diversity Officer

Virtual Training Opportunities

Would you like a little skill development or need a refresher on a skill? Here is your opportunity. NIU is offering virtual training of Microsoft Office on topics of Word, Excel and PowerPoint. There is also training for electronic requisitions. Please see the [event calendar for more details](#). If you have any questions, please contact Training@niu.edu. Let's learn something new together.

New HRS Webpage for Training and Employee Development

Human Resource Services is now offering a [training and development web page](#). This new resource contains on-demand, recorded videos and tutorials for faculty, staff and supervisors to enhance their skills, learn new tips and find resources to make NIU the best place to work. The page will be updated as often as new topics become available. Human Resource Services will also partner with other departments and resources on campus to supply contact information and links to other training opportunities. Check out the site regularly for new content or to refresh yourself on topics of interest. Any questions about the site can be directed to HumanResources@niu.edu.

Employment Changes

July 2022

Welcome New Employees:

Matthew Braasch, IT Technical Associate – University Marketing
Bharath Erukulla, IT Technical Associate – Report Cards
Patrick Gerhardy, Business/Administrative Associate – College of Engineering and Engineering Technology
Christine Hoyle, Office Support Specialist – Lorado Taft Operations
Katie Johnson, Building Service Worker – Building Services
Quiana Jones, Program Coordinator – Health Studies
Eric Junco, Program Director – College of Education
Shelbie Lazowski, Building Service Worker – Building Services
Tiffany Morris, Business Manager – University Recreation and Wellness
Crispin Prebys, Graphic Design Manager – Office of Creative Services
Christia Provido, Child Development Supervisor – Child Development and Family Center
Dustin Rissman, Building Service Worker – Building Services
Nikkolas Shammass, Athletic Communications Associate – Intercollegiate Athletics

Retirements:

Sandra Bonebright, Waitress – Campus Dining Service
Cindy Carlson, Police Telecommunicator – Public Safety
Mary Ensor, Accountant I – Holmes Student Center
Amber Jorgensen, Cooks Helper – Holmes Student Center
Robin Mahaffey, Architect II – Architectural/Engineering Services
Festus Mwinzi, Instructional Media Systems Technology
Anna Petta, Community Affairs Specialist I – Outreach, Engagement, and Regional Development Division Administration
Joan Pontarelli, Office Administrator – Vice President Research and Innovation Partnerships
Daniel Stankiewicz, IT Support Associate – Operations Services
Marian Swenson, IT Technical Associate – Application Services
Jean Ann Thomas, Business/Administrative Associate – Procurement Services and Contract Management
Debra Thompson, Office Administrator – College of Visual and Performing Arts
Victoria Wren, Mailing Services Supervisor I – Libraries
Mikel Wycoff, Program Assistant – Political Science

Separations:

Asontawa Cleveland, Police Officer – Public Safety
James Cooper, Program Coordinator – First and Second Year Experience
Diedrel Laster, Police Telecommunicator – Public Safety
Brian Murphy, Procurement Officer Specialist – Procurement Services and Contract Management
Mark Papka, Accountant II – Intercollegiate Athletics
Jeremy Peters, Laboratory Mechanic, College of Engineering and Engineering Technology
Ryan Pumroy, Program Adviser – Communication
Joshua Reynolds Jr., Building Service Worker – Building Services
Dustin Rissman, Building Service Worker – Building Services
Tiffany Smith, Food Service Manager – Residential Dining Service
Ellen Smith, Senior Business Manager – College of Liberal Arts and Sciences
Ritu Subramony, Program Director – Accreditation, Assessment and Evaluation
Jessica Tabaccini, Food Court/Snack Bar Supervisor

August 2022

Welcome New Employees:

Dominique Gibson, Procurement Officer – Procurement Services and Contract Management
Deborah Gomez, Administrative Assistant – Facilities Management
Kimberly Green, Program Adviser – Curriculum and Instruction
Brendan Kerschke, Snack Bar Attendant – Residential Dining Service
Jodi Leader, Procurement Officer – Procurement Services and Contract Management
Maria Lopez, Building Service Worker – Building Services
Kelly Loughman, Program Adviser – Student Athlete Academic Support Services
Ryan Markham, Procurement Officer – Procurement Services and Contract Management
Olivia Monteiro, Program Adviser – College of Liberal Arts and Sciences
Julie Oberheim, Program Adviser – College of Liberal Arts and Sciences
Karlos Ramirez, Building Service Worker – Building Services
Katherine Ray, Senior Library Specialist – Libraries
Natalie Retrigue, Office Manager – Psychology
Francesca Ruscetti, Program Adviser – Academic Advising Center
Marissa Shaver, Anthropology Curator II – Anthropology

Grace Sherburne, Human Resource Representative – Human Resource Services
James Spencer, Office Manager – Allied Health and Communicative Disorders
Kailey Spratt, Building Service Worker – Building Services
Jessica VanEtten, Administrative Assistant – Development Operations
Whitney Wells, Administrative Aide – Sponsored Programs Administration

Retirements:

Elizabeth Poppens Denius, Public Information Associate – Center for Southeast Asian Studies
Ricky Nelson, Building Service Worker – Building Services

Separations:

Amy Buhrow, Deputy Director – College of Business
Wayne Cliffe, Culinary Worker III – Residential Dining Service
Dirk Happ, Route Driver – Materials Management
Brandon Hill, Office Administrator – Campus Parking
Audrey Ledermann, Child Development Supervisor – Child Development and Family Center
Matthew Medwecky, Senior Events Coordinator – Holmes Student Center
John Plagakis, Culinary Worker I – Residential Dining Service
Katherine Reo, Office Support Specialist – College of Liberal Arts and Sciences
Francesca Ruscetti, Program Adviser – Academic Advising Center
Kaylee Smith, Food Court/Snack Bar Supervisor – Residential Dining Service

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